



**ARIZONA FIRE & MEDICAL AUTHORITY
NORTH COUNTY FIRE & MEDICAL DISTRICT
SOUTH COUNTY FIRE & MEDICAL DISTRICT
GOVERNING BOARD JOINT BUDGET WORKSHOP**

Tuesday, May 19, 2020

MINUTES

1. CALL TO ORDER / AFFIRMATION OF QUORUM

Arizona Fire & Medical Authority Board Chairman David Wilson called the meeting to order on Tuesday, May 19, 2020, at 10:00 a.m. The meeting was held telephonically due to social distancing requirements relating to the COVID-19 pandemic.

Members Present: Arizona Fire & Medical Authority Board Chairman David Wilson, Board Clerk Dawn Miller, Board Members Richard Bookie, John Crawford and Karen Gueltzow; South County Fire & Medical District Board Chairman Diane Price and Board Members Bill Becker, and Leonard Leach; North County Fire & Medical District Board Members Tony Sambol and Russell Smith

Members Absent: None

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Finance Manager Diane Goke, Human Resources Manager Shauna Fisher and Authority Clerk Dusty Christopherson

Legal Counsel Present: Lee Miller, Legal & Intergovernmental Affairs Director

Public Comment: None

Media Present: None

Guests Present: David Ahling, Matt Burry, and Scott Dial

2. BOARD MEETING TRAINING

A. Receive Open Meeting Law refresher training.

Lee Miller, Legal & Intergovernmental Affairs Director provided the Governing Board Members with training related to the Open Meeting Law and answered any questions from Board Members.

The Governing Boards discussed items 3 and 4 together.

3. FISCAL YEAR 2018-2024 STRATEGIC PLAN

A. Receive update on Fiscal Year 2018-2024 Strategic Plan.

4. FISCAL YEAR 2020-21 BUDGET

A. Discussion and presentation relating to the Arizona Fire & Medical Authority's Draft Fiscal Year 2020-21 Capital Improvement Plan (CIP).

B. Discussion and presentation relating to the Arizona Fire & Medical Authority's Draft Fiscal Year 2020-21 Annual Budget & Operational Plan.

Mary Dalton, Assistant Chief and Diane Goke, Finance Manager presented the Fiscal Year 2018-2024 Strategic Plan, Draft Fiscal Year 2020-21 Annual Budget & Operational Plan and the Fiscal Year 2020-21 Capital Improvement Plan.

Assistant Chief Dalton reviewed the updating process for the Fiscal Year 2018-2024 Strategic Plan including the process for receiving Community input, Board Member input, and the potential for bringing the fully updated Strategic Plan to the Governing Boards for formal approval early 2021.

AFMA Board Member Richard Bookie stated that he is looking forward to hearing the SWOT Analysis, Succession Planning and Sustainability goals in the updated Strategic Plan.

Assistant Chief Dalton reviewed the Arizona Fire & Medical Authority's financial goals, annual call volume, shared service benefits to date, current tax assessments, Fire District Assistance Tax (FDAT) and tax revenue. Assistant Chief Dalton explained the Legislature's continued effort to change the tax rates for commercial properties, lowering commercial rates and increasing residential rates.

Discussion ensued relating to mergers, consolidations, bond debt, and the need for a detailed cost/benefit analysis of each.

Assistant Chief Dalton reviewed COVID-19 impacts and associated ambulance revenue declines. Chief Biscoe noted that the Fiscal Year 2020-21 Annual Budget & Operational Plan is very conservative because there are so many unknowns associated with COVID-19 and the larger national economy.

The Board recessed at 11:40 a.m., for a brief break.

The Board reconvened at 11:50 a.m.

Assistant Chief Dalton continued to review the budget development process, and the Fiscal Year 2020-21 proposed budget including anticipated ambulance revenue changes. Assistant Chief Dalton noted that some COVID-19 stimulus funds of approximately \$100,000 has been received. Staff is hopeful that more will be received in the coming months.

Assistant Chief Dalton reviewed the proposed Fiscal Year 2020-21 organizational chart changes noting the request to add one additional Support Services Technician position.

Human Resources Manager Shauna Fisher stated that Staff had completed the bi-annual salary market survey and developed a market based open pay plan. This open pay plan only lists an opening and ending salary. Employees within the range are eligible for merit increases annually. This new open pay plan provides the Authority with greater flexibility, consistency, and true market adjustments. The pay ranges will be evaluated with each bi-annual salary market survey.

In response to an inquiry, Matt Burry, AFMA Chapter of the United Sun Cities Firefighters Association, IAFF, Local 3573, stated that labor was involved in the salary market survey and participated in the data collection and analysis.

AFMA Board Member Richard Bookie expressed support for this new open pay plan as it helps the Authority anticipate and forecast fixed costs.

Human Resources Manager Shauna Fisher stated that the bi-annual salary market survey identified needed increases other benefit categories, such as sick leave hours, medical and dental premium costs, retirement contributions, merit increases, and move-up processes.

Assistant Chief Dalton provided the Governing Boards with a status update on the potential Fire District Worker's Compensation Pool, the anticipated start date is July 1, 2020.

Assistant Chief Dalton reviewed existing Authority debt noting the potential for refinancing the existing debt given the current reduced interest rates. This will be discussed more thoroughly at the upcoming AFMA Governing Board meeting on May 26, 2020.

The Board recessed at 1:30 p.m., for a brief break.

The Board reconvened at 1:40 p.m.

Assistant Chief Dalton presented the Fiscal Year 2020-21 Capital Improvement Plan (CIP) noting this document is a 15-year plan which is reviewed annually. Assistant Chief Dalton emphasized that the costs for all items listed on the CIP are estimates and that Governing Board approval must be sought before any items is purchased.

Assistant Chief Dalton reviewed the CIP funding mechanisms, depreciation schedule and notable Fiscal Year 2020-21 projects.

Chief Biscoe thanked the staff and labor for their hard work and efforts during this budget development process.

Matt Burry, AFMA Chapter of the United Sun Cities Firefighters Association, IAFF, Local 3573, thanked the Governing Board for their continued support and noted that Staff is most interested in long term sustainability of the Authority.

5. CALL TO THE PUBLIC

There was no response to call to the public.

6. ADJOURNMENT

The meeting adjourned at 2:15 p.m.

Dawn Miller

Dawn Miller (Jun 23, 2020 22:12 PDT)

Dawn Miller, Arizona Fire & Medical Authority Board Clerk

May 19 2020 Joint Budget Workshop Minutes

Final Audit Report

2020-06-24

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